

Ongoing Service Coordination Administrative Minutes
May 3, 2011

Present: Jeanne, Gina, Chasa, Cindy, Deb, Barbara, Kathy, Renee

Absent: Nancy

Minutes from the April meeting approved.

Extra handouts from Quarterly given out.

Announcements: Amy Lane had baby girl on May 1st, 9 lbs +

Agenda:

Referrals continue to be tracked – Deb gave report at last meeting.

The county's ARRA funds going toward translating some of the EI materials into different languages. Deb is looking into material for hearing loss and autism. She had taken a poll of what other languages would be helpful – get any other suggestions to Deb by this coming Friday (5/6).

Child Family Outcome Discharge Form (Green form) - #7 is not being filled out completely. Please remind staff to do so.

NYEIS Update:

- Leisa is out for the next couple of weeks, let Ann Marie know if you need assistance.
- For children who are being re-referred, who had been in KIDS, they will go back to KIDS but their IFSP date will follow the NYEIS formula – exactly 6 months for the IFSP period. OSCs will get these dates from NYEIS and the ISC.
- If family needs respite or transportation, it will be the responsibility of the OSC to give out the packets. Leisa will need to know who has been authorized for this as she creates the vendor #. PROPOSAL: OSC is to send an email to Leisa at lsabernick@monroecounty.gov with the parent's name, address, and phone number (including area code) and put in comments on the IFSP section that this was emailed to her. **ACTION:** County staff to check if there is a comment section in NYEIS where this can be inputted, will get back to us with what is needed in the email and how to actually document.
- Record Review sheet needs to be changed to reflect NYEIS. **ACTION:** BG to do.
- If OSC get cases where the ISC did not start/complete the transition paper work as necessary, let Barbara or Deb know.
- Discussed dealing with cases that need a change but record is still at the county with the ISC – check with a supervisor to see where it is as in the system and negotiate how to resolve.

Transition:

- RCSD is no longer requiring registration in the school district before the transition packet is sent but parent will still have to register the child at 690 St. Paul Street. Packets will automatically be mailed out to the families 4 months before the date.
- Staff need to have Transition Notifications signed mid August for the January – June 09 birthdates.

Ongoing Service Coordination Administrative Minutes

May 3, 2011

- For NYEIS, paper work for transition will be in the front of the chart. (See handout distributed at OSC Quarterly for an example.) As forms are completed, this information needs to be entered into NYEIS – will take the place of the Transition Checklist for the NYEIS children.
- IFSP Extensions – County's plan is to follow the one month IFSP extension as we have always done. There may be exceptions, however, on the NYEIS cases as actual dates are being used and not the end of the month as we have done for so long. It will all depend upon when the IFSP would end. NYEIS allows an extension up to 30 days the first time, and an additional 30 days 2 times thereafter. For example, a child whose IFSP would end mid July, the extension could go to August 1st and the next extension could go for 30 days to August 31st. This may only, however, be necessary if a provider was planning to see the child on 8/31; otherwise, the end date could be the last date a service is provided to that child.
- Service Coordinators are to be sending the evaluation reports etc. to the CPSE chairs even though this is non-billable.

NYEIS again

- Let the county know the first time an OSC has a demographic change and sends this change via NYEIS as we are not sure where they go and will have to find what work queue it went into.
- Not sure how to address in NYEIS if groups are not integrated at >51% as this is the state's definition of an integrated group. Continue to use the list Barbara sent. If the group for the most part is an integrated group, this is considered a natural environment and this will answer the question. Not more data is needed.

OSCs do not need a Request for Change to do a Supplemental Evaluation or consultations; do discuss with EIOD, however. Reminder, consultations are up to 3 sessions and are not done monthly – that is a service. Also reminder: Supplementals are to indicate the delay and not state that the child is eligible for a particular service. Please remind the OSCs of this and be sure to have them review the reports for this once received.

OSCs should be touching base with their families on a monthly basis to see if their insurance has changed as the county is losing approximately \$1 million in Medicaid reimbursement. Be sure to check the Medicaid status on families where it is known that they are on Medicaid. Families may often have their MA discontinued and asking these questions will determine that and allow the OSC and/or a social worker to assist – clearly a billable task!

Next Quarterly Meeting Agenda

- Decided to table Lynn Cole as not sure whether Strong will continue with EI once the rates become known.
- Will look into a general overview on SSI – what are the rules, how processed, how need is reassessed etc. County staff will see who may be able to do this.

Ann Marie will inform all staff what the mileage reimbursement rate is as OSCs will have to inform families who have been approved for transportation.

Ongoing Service Coordination Administrative Minutes
May 3, 2011

Give receipts to Ann Marie for food for Quarterly Meeting

Barbara will be sending out feedback forms for Chasa and Cindy for their Performance Appraisals. Watch for it!!

Next Meeting

Catholic Family Center – 30 Hart Street Building 5 (Rear of Building)

Rochester, New York 14605

232-2050

June 7, 2011

8:30 AM – 10:30 AM

Respectfully submitted by:

Gina Montanarella and Jeanne Sloan

CFC